QAPP Review Checklist

PROJECT TITLE: _____

Preparer: _____ **Date Submitted for Review:** _____

Reviewer: _____ **Date of Review:** _____

Note: A = Acceptable U = Unacceptable NI = Not Included NA = Not Applicable

ELEMENT	A	U	NI	NA	PAGE # SECTION #	COMMENTS
PROJECT MANAGEMENT						
A1. Title and Approval Sheet						
Contains project title						
Indicates revision number, if applicable						
Indicates organization's name						
Dated signature of organization's project manger present						
Dated signature of organization's QA manager present						
Other signatures, as needed						
A2. Table of Contents						
Lists QA Project Plan information sections						
Document control information indicated						
A3. Distribution List						
Includes all individuals who are to receive a copy of the QA Project Plan and identifies their organization						

A4. Project/Task Organization						
Identifies key individuals involved in all major aspects of the project, including contractors						
Discusses their responsibilities						
Project QA Manager position indicates independence from unit generating data						
Identifies individual responsible for maintaining the official, approved QA Project Plan						
Organizational chart shows lines of authority and reporting responsibilities						
A5. Problem Definition/Background						
States decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained						
Clearly explains the reason (site background or historical context) for initiating this project						
Identifies regulatory information, applicable criteria, action limits, etc. necessary to the project						
A6. Project/Task Description						
Summarizes work to be performed, for example, measurements to be made, data files to be obtained, etc., that support the project's goals						
Provides work schedule indicating critical project points, such as start and completion dates for activities such as sampling, analysis, data or file reviews, and assessments						
Details geographical locations to be studied, including maps where possible						
Discusses resource and time constraints, if applicable						

A7. Quality Objectives and Criteria						
Identifies performance/measurement criteria for all information to be collected and acceptance criteria for information obtained from previous studies, including project action limits and laboratory detection limits and range of anticipated concentrations of each parameter of interest						
Discusses precision						
Addresses bias						
Discusses representativeness						
Identifies the need for completeness						
Describes the need for comparability						
Discusses desired method sensitivity						
A8. Special Training Requirements/Certifications						
Identifies any project personnel specialized training or certifications						
Discusses how this training will be provided						
Indicates personnel responsible for assuring these are satisfied						
Identifies where this information is documented						
A.9 Documentation and Records						
Identifies report format and summarizes all data report package information						
Lists all other project documents, records, and electronic files that will be produced						

Identifies where project information will be kept and for how long						
Discusses back up plans for records stored electronically						
States how individuals identified in A3 will receive the most current copy of the approved QA Project Plan, identifying the individual responsible for this						
DATA GENERATION and ACQUISITION						
B1. Sampling Process Design (Experimental Design)						
Describes and justifies design strategy, indicating size of the area, volume, or time period to be represented by a sample						
Details the type and total number of sample types/matrix or test runs/trials expected and needed						
Indicates where samples will be taken, how sites will be identified/located						
Discusses what to do if sampling sites become inaccessible						
Identifies project activity schedules such as each sampling event, times samples will be sent to the laboratory, etc.						
Specifies what information is critical and what is needed for informational purposes only						
Identifies sources of variability and how this variability will be reconciled with project information						
B2. Sampling Methods						
Identifies all sampling SOPs by number, date, and regulatory citation, indicating sampling options or modifications to be taken						
Indicates how each sample/matrix type will be collected						
If in-situ monitoring, indicates how instruments will be deployed and operated to avoid contamination and ensure maintenance of proper data						

If continuous monitoring, indicates averaging time and how instruments will store and maintain raw data, or data averages						
Indicates how samples are to be homogenized, composited, split, or filtered, if needed						
Indicates what sample containers and sample volumes to be used						
Identifies whether samples are to be preserved and indicates methods to be followed						
Indicates whether sampling equipment and samplers need to be cleaned and/or decontaminated, identifying how this will be done and by-products disposed of						
Identifies what equipment and support facilities are needed						
Addresses actions to be taken when problems occur, identifying individual(s) responsible for corrective action and how this will be documented						
B3. Sample Handling and Custody						
States maximum holding times allowed from sample collection to extraction and/or analysis for each sample type and, for in-situ or continuous monitoring, the maximum time before retrieval of information						
Identifies how samples or information are to be physically handled, transported, and then received and held in the laboratory or office (including temperature upon receipt)						
Indicates how sample or information handling and custody information will be documented, such as in field notebooks and forms, identifying individual responsible						
Discusses system for identifying samples, for example, numbering system, sample tags and labels, and attaches forms to the plan						
Identifies chain-of-custody procedures and includes form to track custody						

B4. Analytical Methods						
Identifies all analytical SOPs (field, laboratory and/or office) to be followed by number, date, and regulatory citation, indicating options or modifications to be taken, such as sub-sampling and extraction procedures						
Identifies equipment or instrumentation needed						
Specifies any specific method performance criteria						
Identifies procedures to follow when failures occur, identifying individual responsible for corrective action and appropriate documentation						
Identifies sample disposal procedures						
Specifies laboratory turnaround times needed						
Provides method validation information and SOPs for nonstandard methods						
B5. Quality Control						
For each type of sampling, analysis, or measurement technique, identifies QC activities which will be used, for example, blanks, spikes, duplicates, etc., and at what frequency						
Details what will be done when control limits are exceeded, and how effectiveness of control actions will be determined and documented						
Identifies procedures and formulas for calculating applicable QC statistics, for example, for precision, bias, outliers and missing data						
B6. Instrument/Equipment Testing, Inspection, and Maintenance						
Identifies field and laboratory equipment needing periodic maintenance, and the schedule for this						
Identifies testing criteria						

Notes availability and location of spare parts						
Indicates procedures in place for inspecting equipment before usage						
Identifies individual(s) responsible for testing, inspection and maintenance						
Indicates how deficiencies found will be resolved, re-inspections performed, and effectiveness of corrective action determined and documented						
B7. Instrument/Equipment Calibration and Frequency						
Identifies equipment, tools, and instruments that need to be calibrated and the frequency for this calibration						
Describes how calibrations will be performed and documented, indicating test criteria and standards or certified equipment						
Identifies how deficiencies will be resolved and documented						
B8. Inspection/Acceptance for Supplies and Consumables						
Identifies critical supplies and consumables for field and laboratory, noting supply source, acceptance criteria, and procedures for tracking, storing and retrieving these materials						
Identifies the individual(s) responsible for this						
B9. Non-Direct Measurements						
Identifies data sources, for example, computer databases or literature files, or models to be accessed and used						

Describes the intended use of this information and the rationale for their selection, i.e., its relevance to project						
Indicates the acceptance criteria for these data sources and/or models						
Identifies key resources/support facilities needed						
Describes how limits to validity and operating conditions will be determined, for example, internal checks of the program and Beta testing						
B10. Data Management						
Describes data management scheme from field to final use and storage						
Discusses standard record-keeping and tracking practices, and the document control system or cites other written documentation such as SOPs						
Identifies data handling equipment/procedures to be used to process, compile, analyze, and transmit data reliably and accurately						
Identifies individual(s) responsible for this						
Describes the process for data archival and retrieval						
Describes procedures to demonstrate acceptability of hardware and software configurations						
Attaches checklists and forms to be used						

ASSESSMENT and OVERSIGHT						
C1. Assessments and Response Actions						
Lists the number, frequency, and type of assessment activities to be conducted, with the approximate dates						
Identifies individual(s) responsible for conducting assessments, indicating their authority to issue stop work orders, and any other possible participants in the assessment process						
Describes how and to whom assessment information will be reported						
Identifies how corrective actions are to be addressed and by whom, and how they are to be verified and documented						
C2. Reports to Management						
Identifies what project QA status reports are needed and how frequently						
Identifies who is to write these reports and who is to receive this information						
DATA VALIDATION and USABILITY						
D1. Data Review, Verification, and Validation						
Describes criteria to be used for accepting, rejecting, or qualifying project data						
D2. Verification and Validation Methods						
Describes process for data verification and validation, providing SOPs and indicating what data validation software will be used, if any						
Identifies who is responsible for verifying and validating different components of the project data/information, for example, chain-of-custody forms, receipt logs, calibration information, etc.						

Identifies issue resolution process, and method and individual responsible for conveying these results to data users						
Attaches checklists, forms, and calculations						
D3. Reconciliation with User Requirements						
Describes procedures to evaluate the uncertainty of the validated data						
Describes how limitations on data use will be reported to the data users						